



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
SAN DIEGO, CALIFORNIA 92140

DepO 7220.18B
7D
4 SEP 1991

DEPOT ORDER 7220.18B

From: Commanding General
To: Distribution List

Subj: POLICY FOR PAYMENT OF RECRUITS

1. Purpose. To promulgate policy relative to payment of recruits undergoing training at the Marine Corps Recruit Depot.

✓ 2. Cancellation. DepO 7220.18A.

3. Policy. Initial recruit pay during the recruit training cycle will be made via pay record checkage in lieu of U. S. Government checks. Recruits will then be sold a chit book by the Marine Corps Exchange which will allow them to purchase, from exchange facilities, those items necessary to complete recruit training. Near Training Day 49 (TD-49), recruits will be paid a \$130.00 payment to continue training. During the week of graduation, the recruits will be paid a single payment via a locally produced check. Recruits will be afforded the opportunity to receive special payments in circumstances listed in paragraph 4b below. All other expenditures should be made via the chit book system.

4. Summary of Revision. This revision updates policy and procedures for payment of recruits, including a new time and amount that will be paid during training and procedures for special payment.

5. Action

a. The CO, Recruit Training Regiment, in coordination with the Disbursing Officer, will determine the amounts of the recruit chit book, TD-49 payment, and the graduation week payment. The CO, in conjunction with the Disbursing Officer, will also schedule special Christmas payments when required.

b. The CO of each Recruit Training Battalion will:

(1) Ensure that an individual designated by him, in writing, picks up the payroll and checks from the Disbursing Officer for payment during graduation week.

(2) Request the Disbursing Officer to process special payments in specific amounts only for those recruits who are in a pay status and who require emergency leave payments, funds to support dependents, funds to continue training, or to pay court ordered fines that are verified by the Recruit Liaison Section. These

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special payments will be requested by Special Money Requests (SMR's), indicating the member's name, SSN, platoon number, reason for request, and amount of pay required. When the requirement for a special payment is immediate, such as emergency leave, the individual recruit will report to the Disbursing Office with a SMR, his drill instructor, and ID card, for payment. When the requirement for payment is not immediate, SMR's will be delivered to the Disbursing Officer three working days prior to the day of the requested payment.

(3) Request the Disbursing Officer to process special payments for the purpose of purchasing a recruit chit book from the Marine Corps Exchange for those recruits returning to a training status and requiring additional funds. Special payments for those recruits will be requested on a SMR, indicating member's name, SSN, platoon number, and the reason for the request.

(4) Request the Disbursing Officer to process special payments for recruits in a graduation hold status requiring payment. Special payments for these members will be requested on lists, indicating name and SSN. These lists will be furnished to the Disbursing Officer five working days prior to regularly scheduled paydays (normally the 15th and 1st of the month) for payment on the regularly scheduled payday.

(5) A list, along with SMR's, will be submitted to Disbursing each Thursday by 1000, payment of recruits of Support Battalion (PCP/MRP) who require special payment on Friday.

c. The CO of Headquarters and Service Battalion will ensure that recruit casualties and those going on emergency leave, who are in a pay status and require payment, be authorized special payments as outlined above. A list will be furnished to Disbursing five working days prior to the regularly scheduled paydays for those recruits on Awaiting Official Separation (AOS) leave and awaiting results of a Physical Evaluation Board (PEB).

d. The NCOIC, Marine Liaison Section, Naval Regional Medical Center, San Diego is directed to notify the CO of the appropriate Recruit Training Battalion or Headquarters and Service Battalion of any recruit in the hospital who is in need of a special payment for emergency conditions or as necessary for his health and comfort.

e. The Disbursing Officer is directed to:

(1) Furnish payrolls and checks to individuals designated by the CO for payment on scheduled recruit paydays.

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(2) Process special payments for payment to the individual concerned as requested by the CO of a Recruit Training Battalion or Headquarters and Service Battalion.



R. R. WRIGHT
Chief of Staff

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